

UNIVERSITY 2016 WINTER RECESS REMINDER

December 23, 2016 through January 2, 2017

Please consider the following when placing orders before the Winter Recess:

- Be aware that University receiving dock schedules may affect package and equipment deliveries for shipments received during the Winter Recess. Please plan accordingly.
- Obtain a delivery date from your supplier. If that date is to occur during the University Winter Recess, work with the supplier to arrange a predetermined receiving point and provide the supplier with your contact information.
- For orders that need to be placed by Purchasing Services before Winter Recess, submit requisitions with the appropriate supporting documentation no later than **Friday, December 2, 2016**.

In case an emergency arises during the Winter Recess, you may contact PantherExpress Customer Service via [web inquiry](#) or call 412-624-3578. Customer Service (phone calls, inquiries, and front desk) will be available on the dates and hours listed below.

PantherExpress Customer Service - Winter Recess Schedule:

Friday, December 23, 2016	CLOSED
Monday, December 26, 2016	CLOSED
Tuesday, December 27, 2016	10 a.m. – 2 p.m.
Wednesday, December 28, 2016	10 a.m. – 2 p.m.
Thursday, December 29, 2016	10 a.m. – 2 p.m.
Friday, December 30, 2016	10 a.m. – 2 p.m.
Monday, January 2, 2017	CLOSED

PantherExpress Customer Service will resume normal business hours on Tuesday, January 3, 2017.